

CARS #: 309

PROFILE ID TITLE: HS RMTS EXPENDITURES

FULL TITLE: HS RMTS (Human Services Random Moment Time Study) Expenditures

REPORTING INSTRUCTIONS: This is a non-contract profile which includes the county costs associated with the HS RMTS (Human Services Random Moment Time Study). This profile replaces CARS Profile 301 Social Services Program Cost Pool and CARS Profile 302 CBMAC (Community-Based Medicaid Administrative Claiming) Expenditures.

- **The costs reported on the Profile are for informational purposes only and should be reported on other CARS Profiles for reimbursement purposes. The County will have to maintain an audit trail to support the costs reported on Profile 309.**
- Profile 309 is used to report costs for staff listed on the HS RMTS roster. Enter all direct costs for listed staff, as well as costs for those support staff not listed but who provide 100% support to the staff on the roster. Include 100% of the employee's costs in CARS Profile 309.
- Examples of county employee costs include:
 - salary/wages
 - benefits
 - materials and supplies
 - training courses (tuition)
 - mileage reimbursements
 - dues and fees
 - other identified direct costs

Please remember that costs may only be included if they are not reported in the monthly AMSO Report to DWD/DHFS.

- Costs for contractors listed on the HS RMTS roster are also included in CARS Profile 309. The determination of the county contractor costs is to be made on the basis of the cost of the part-time or full-time staff reported by the Agency to the County. Costs for employees in the IM/W-2 cost pool are excluded from Profile 309.

- Additional financial reporting instructions may be found in “County Cost Reporting for the New Human Services Random Moment Time Study.”

PROFILE TYPE: Non-Reimbursable (D)

EXPENSES ROLL TO THIS PROFILE FROM: N/A

EXPENSES ROLL FROM THIS PROFILE TO: N/A

EXPENSES ALLOCATE TO THIS PROFILE FROM: N/A

EXPENSES ALLOCATE FROM THIS PROFILE TO: N/A

REIMBURSEMENT %: 00.00

PREPAYMENTS: 0

LIMITATIONS: N/A

FEDERAL CATALOG (CFDA) NUMBER: N/A

DIVISION RESPONSIBLE: Division of Management & Technology